



Arizona Department of Education  
**Research and Policy Section**  
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## MEMORANDUM

TO: District Superintendents, Charter School Administrators, and Testing Coordinators

FROM: Dr. Ildiko Laczko-Kerr, Director of Research and Policy

DATE: February 21, 2003

SUBJECT: Reporting students retaking AIMS

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This memo is a follow-up to the memo dated February 11 from Dr. Patricia Loughrin regarding students retaking components of AIMS after having already met or exceeded the standards for that subject. We are pleased to inform you that the Arizona Department of Education has developed materials to assist in you in the collection, organization, and reporting of all necessary information. These materials can be accessed at the following web site:

**<http://www.ade.az.gov/standards/testcoordinators.asp>**

On the site you will find a spreadsheet showing the uniform format required for the information you submit. The spreadsheet contains a page showing how the information should be organized, and a separate page describing how each entry should be coded. The information must be submitted either by using the spreadsheet or with a tab-delimited text file that exactly follows the format of the spreadsheet. Please make sure that all the requested information is provided, and the format for data entries, labels, etc. is identical to those given in the spreadsheet. Please note that to help us match students to previous years, we are asking for additional student information than was requested in the February 11 memo.

### **Required Information**

Schools should submit by the deadlines in an electronic file that includes the following information for students retaking any component of AIMS in which they have already met or exceeding the standard.

- Student's name: last, first, and middle initial;
- Student's birth date;
- Student's gender
- Student's grade
- Student's ID number;

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- Student's SAIS number;
  - The CTDS number of the student's school;
  - The component of AIMS that student is retaking for which he or she has previously met or exceeded the standard.
  - If you are unsure of an individual's previous performance on AIMS, please include the student and indicate that previous records are not available.

Please submit the electronic list to the Research and Policy Section via the Achieve inbox at [achieve@ade.az.gov](mailto:achieve@ade.az.gov) no later than **March 10, 2003** for the writing component and **May 20, 2003** for the reading/mathematics components.

Please direct all questions regarding the contents of this document to the Achieve inbox at [achieve@ade.az.gov](mailto:achieve@ade.az.gov).